

# **Student Organization Funding Request Guidelines**

## **from the Alumni Associations**

### **GENERAL GUIDELINES**

Student organizations play a critical role in building community and enhancing the educational experience. The UTMB Alumni Associations, in an effort to ensure that the limited funds for student organization activities are allocated in a fair and equitable manner, accepts funding requests from student organizations each academic year. Student organization events that receive financial support must be open to all students for each of the four schools; School of Medicine, School of Nursing, School of Health Profession and the Graduate School of Biomedical Sciences. Activities that offer the greatest benefit to the overall community will receive the highest priority. The Alumni Association's respective Boards will review all requests and determine all funding allocations. If approved, the organization representative(s) will be invited to make a presentation, post event, to the respective Alumni Association's Board citing the benefits of attending.

### **ELIGIBILITY**

Because funding is limited, it is impossible to fully fund each request. Generally, the budget is reserved to support activities that could not go forward without the funding. General categories of such activities include speaker events, community service projects, activities likely to enhance the educational experience of members of the student organization and/or a fairly significant sector of the respective school's community, activities which provide opportunities for students to develop professional skills, unusual opportunities to learn more about the profession, and activities which promote a greater interaction, in a professional context, among members of different school organizations or with alumni.

### **FUNDING REQUEST PROCEDURES**

Organizations that wish to receive full consideration for funding from the UTMB Alumni Association's must complete the funding request form.

### **FUNDING REQUESTS AVAILABLE SEPTEMBER-AUGUST**

Awards range from \$50-\$500

### **SUBMIT THIS REQUEST TO:**

By mail:

UTMB Office of Alumni Relations – ROUTE 0147  
301 University Boulevard  
Galveston, TX 77555-0147

By email:

[ALUMNI@UTMB.EDU](mailto:ALUMNI@UTMB.EDU)

Questions? Please call 409-772-2351

# Student Organization Funding Request Form

**Please select appropriate school:**

- |   |   |
|---|---|
| <input type="checkbox"/> School of Medicine           | <input type="checkbox"/> Parents Council                        |
| <input type="checkbox"/> School of Nursing            | <input type="checkbox"/> Graduate School of Biomedical Sciences |
| <input type="checkbox"/> School of Health Professions |   |

**Date of Submission:** \_\_\_\_\_

**Name of Student Organization:**

\_\_\_\_\_

**Requestor:**

\_\_\_\_\_

*Please provide name and contact information*

**EIN #:** \_\_\_\_\_

**Description of Event or Program:**

**Is the event open to all**  **SOM**  **SON**  **SHP or**  **GSBS Students:**  **YES**  **NO**

**Approximate Number of UTMB Students Reached:** \_\_\_\_\_

**Budget for Event: \$** \_\_\_\_\_

**Other Funding Sources:** \_\_\_\_\_

**Total Amount Requested:** \_\_\_\_\_